

ADÉLSA Constitution

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1. Organization

1.1. Name

The name of this organization shall be Association des étudiant(e)s en linguistique/Linguistics Student Association, hereafter referred to as ADÉLSA.

1.2. Associated Bodies

This association is a member of the Student Association of the Faculty of Arts (SAFA) which in turn is a federated body of the University of Ottawa Students' Union (UOSU).

2. Statement of Purpose

The purpose of this organization will be to represent all *members of ADÉLSA* which shall be defined as all undergraduate students, part-time and full-time, enrolled at the University of Ottawa in the major, minor or joint honours Linguistics program. This organization will act as an intermediary in student disputes and concerns between students in the Linguistics program and the Department of Linguistics and Faculty of Arts.

3. Composition and Responsibilities of the Executive

The executive committee will be composed of the following nine positions, referred to as executive members: President, VP Finance, VP University Affairs, VP Communications Anglophone, VP Communications Francophone, VP Social, VP Equity, First-Year Representative, and Secretary.

3.1. External Meetings and Office Hours

3.1.1. External Meetings

If any executive member cannot attend an external meeting that is part of their constitutional requirements, they must find a proxy from the ADÉLSA executive to attend for them. The President's first choice of proxy must be VP University Affairs.

3.1.2. Office Hours

All executive members are required to hold 1.5 hours of mandatory office hours weekly; the President is required to hold three office hours per week. Office hours must be at the same time each week during a semester and announced during the first month of the semester. If an executive member cannot make their office hours on a particular day, he or she may reschedule for a different time during the week. This change must be announced on the ADÉLSA Facebook page. Executive Members without a key to the office who are not able to coordinate with someone who has a key are exempt from the requirement to hold office hours. To receive a key to the ADÉLSA office, each executive member must pay a cash deposit fee of \$10.00, which will be returned to them at the end of their term as an ADÉLSA executive.

3.2. Executive Responsibilities

3.2.1. President

- i. Attend Board of Directors meetings, Department Meetings and SAFA President Roundtables.
- ii. Organize ADÉLSA's executive member meetings, including posting a meeting agenda before the meeting, and acting as Chair for all meetings, and keep the executive updated via email and/or other social networking media.
- iii. Ensure that tasks for events are accomplished and aid all executive members with their duties.
- iv. Create and post placement positions for the VP University Affairs and approving their hours.
- v. Be one of two signing authorities for the ADÉLSA bank account, the other being the VP Finance of ADÉLSA.

3.2.2. VP Finance

- i. Manage the ADÉLSA bank account and ensuring that ADÉLSA is never in a situation of deficit.
- ii. Prepare a budget for the year and make sure that ADÉLSA follows it.
- iii. Examine and, where appropriate, approve reimbursements for executive members who make purchases on behalf of ADÉLSA.
- iv. Prepare and present ADÉLSA's financial records to the VP Finance of SAFA through the submission of audits.
- v. Be the sole executive member with a key to the safety deposit box, wherein the ADÉLSA debit card, and bills with denominations equal to or larger than \$20 shall be kept.
- vi. Be the sole executive member with ADÉLSA banking information, including the password and the security question answers.
- vii. Be one of two signing authorities for the ADÉLSA bank account, the other being the President of ADÉLSA.
- viii. Ensure audits are kept for seven years before being destroyed, as per CRA regulations.
- ix. Attend SAFA Money Roundtables.

3.2.3. VP University Affairs

- i. Be responsible for all ADÉLSA correspondence with the Department, the Faculty, and the University.
- ii. Attend Faculty Council meetings and SAFA University Affairs Roundtables.
- iii. Act as a proxy for the president if he or she is unable to attend presidential meetings. If the VP University Affairs is unable to act as a proxy for the president, he or she must find someone to act as a proxy for them.
- iv. Be the contact point between the Centre for Global and Community Engagement and ADÉLSA.
- v. Create volunteer placement positions and approving volunteer hours of the executive members and ADÉLSA volunteers. The VP University Affairs may not create their own placement position or approve their own volunteer hours.

3.2.4. VP Communications Anglophone

- i. Responsible for all English publicity for all ADÉLSA events.
- ii. Attend the SAFA Communications Roundtables.
- iii. Update the ADÉLSA website, Facebook, and other social networking platforms in English.

3.2.5. VP Communications Francophone

- i. Responsible for all French publicity for all ADÉLSA events.
- ii. Attend the SAFA Communications Roundtables.
- iii. Update the ADÉLSA website, Facebook, and other social networking platforms in French.

3.2.6. VP Social

- i. Plan ADÉLSA's social events.
- ii. Select charities to which the philanthropic proceeds from ADÉLSA events will be donated.
- iii. Attend SAFA Social Roundtables.
- iv. Attend SAFA Philanthropic Roundtables.
- v. Fulfill the duties of the VP Equity if that position is not filled.

3.2.7. VP Equity

- i. Complete equity training at the beginning of the term.
- ii. Promote inclusion of all members in every aspect of any ADÉLSA dealings, monitor and ensure that all members of ADÉLSA treat each other with respect.
- iii. Work in conjunction with the VP Social to ensure that events are accessible to all, and do not discriminate against any members.
- iv. Monitor the ADÉLSA Discord server, Instagram account, Facebook page and groups, as well as any other ADÉLSA social sites for any offensive or violent language.
- v. Meet with students who do not follow the code of conduct to discuss solutions and review appropriate behaviour.
- vi. Attend SAFA Equity Roundtables.
- vii. Fulfill the duties of the VP Social if that position is not filled.

3.2.8. Secretary

- i. Take notes during meetings and edit notes after meetings to ensure they are coherent and grammatical.
- ii. Attend SAFA Official Documentation Roundtables.

3.2.9. First Year Representative

- i. Communicate feedback, questions, and concerns from first-year students to the ADÉLSA executive.
- ii. Communicate information about ADÉLSA events and opportunities to first-year students through classroom presentations and interactions with first-year students.

4. Transition Reports

All outgoing executive members must write a transition report detailing necessary information, to be given to incoming executive members filling their position. This transition report must be passed along to the incoming executive member, or if there is no incoming executive member for that position, to the incoming President, by April 30th of each year.

5. Qualifications for Office

The executive will be composed of undergraduate students in the major, minor or joint honours Linguistics program. No executive member shall sit on the executive of another Member Association or a Federated Body at the University of Ottawa.

5.1. Vacancies

Vacancies on the executive will be filled by election. After the election period, vacancies will be filled by interview and vote on prospective executive members by a Majority Vote (as defined in section 9). These members will be referred to as Interim Members, and by the time of the next election, they must either step down from the position or run for a position on the ADÉLSA executive.

6. Impeachment of the Executive

6.1. Reasons for Impeachment

Members of the ADÉLSA Executive may be relieved of their duties by an impeachment proceeding for the following actions:

6.1.1. Mismanagement of Funds

Use of ADÉLSA funds toward ends not pertaining to ADÉLSA.

6.1.2. Failure to Abide by the ADÉLSA Constitution

Repeated and systematic failure to abide by the regulations set in the ADÉLSA Constitution. Failure to fulfill duties and complete tasks as set out in the ADÉLSA Constitution.

6.1.3. Willful Misrepresentation of ADÉLSA

Willful misrepresentation of ADÉLSA, its role, policies and procedures to students, the Department, or the Faculty.

6.1.4. Abuse of Power

Use of power or perceived power gained from ADÉLSA to harass or threaten an individual or organization or coerce or influence outcomes in an ADÉLSA executive member's personal favour.

6.2. Impeachment Proceedings

Impeachment proceedings shall be initiated by any individual contacting a Member Association, a Federated Body or the student union currently representing undergraduate students at the University of Ottawa. The first choice of contact should be SAFA, but, if necessary, can be any of the previously listed options.

If the external party, being whoever the student contacted, agrees to participate in the proceedings, they will proceed as they deem necessary. The final decision will be ratified at the next Board of Directors (BOD) meeting of SAFA.

7. Elections

Elections will be held during the winter semester to fill all executive positions for the following academic year. If only one candidate runs for a position, the vote will be held as a vote of confidence, meaning that the candidate must receive a majority of “yes” votes to acquire the position. Procedures for elections are as follows:

7.1. Timeline

Primary elections for the upcoming academic year will be held annually in February/March. Nominations will be announced in February and the nomination period will close before the end of February. Elections will take place in March after campaigning has ended. Should there still be vacancies, a secondary election shall be held at the beginning of the next academic year to fill the remaining vacancies and the First Year Representative position. No one may seek nomination for more than one position per election. If for any reason the election is delayed, it must be held as soon as possible, before the end of the semester. During polling, no candidate may loiter near the voting booth. Loitering near the voting booth will disqualify the candidate in question.

7.1.1. General Election Timelines

- i. The nomination period will last for five business days.
- ii. The campaigning period will run for five business days immediately after the end of the nomination period.
- iii. Polling shall run for two business days immediately after the end of the campaigning period.
- iv. In the ADÉLSA meeting following the polling, the current executive members must ratify the election results with a majority vote.
- v. The results of the election may not be published until they have been ratified by the executive.

7.1.2. Secondary Election

The secondary election shall be run in the same manner as the primary election but will be held annually in September/October. Nominations will be announced in September and close at the end of September/beginning of October. Elections will take place in October after campaigning has ended.

7.1.3. First Year Representative

The election for this position will be held during the Secondary Election for other positions, which will take place during the fall semester of each year. It is to be run before the end of October. If no candidate is elected at this time, the position can be filled in the same manner of other vacant positions of the executive.

7.1.4. Elections CEO

ADÉLSA shall elect, by Majority Vote, an Elections CEO before the campaign

period of any election. This person shall be from another MA or Federated Body at the University of Ottawa. If they wish, the Elections CEO shall be compensated for their time with volunteer hours through the Centre for Global and Community Engagement. The duties of the Elections CEO shall be the following:

- i. Cast a secret ballot before the end of the campaign period which will be the tiebreaker in case of a tie between any candidates, or between a yes/no vote in the case of a vote of confidence. This ballot shall be kept in the ADÉLSA safety deposit box until the end of the election.
- ii. Count the election ballots after the election period and report the winner(s) to ADÉLSA.
- iii. Ensure that all communications pertaining to the election are in both English and French.

7.2. Eligibility

Any member of ADÉLSA (as defined in Section 2) is eligible to run for a position on the executive. Members of ADÉLSA have the right to cast one (1) ballot per election. Students in the minor must show proof of enrollment in the Linguistics minor to run and/or vote in elections.

7.2.1. First Year Representative

Candidates for this position must be a member of ADÉLSA in the first year of their Linguistics degree.

7.3. Conditions for candidacy

7.3.1. SAFA Requirements

- i. All candidates must comply with SAFA's requirements for bilingualism to be on the ballot in elections.
 - a. ADÉLSA must put forth its best effort to ensure that bilingualism verification is conducted before the beginning of the campaign period.
- ii. If a position is not filled during the election, interviews will be held for interim positions. All members of ADÉLSA who are proficient in at least French or English may apply for an interview and occupy an interim position.

7.3.2. President

Candidates must have completed a minimum of one year as an ADÉLSA executive member.

7.3.3. VP Social and VP Finance

Candidates must have completed a minimum of one year as an executive member of any Member Association or Faculty Association or demonstrate sufficient knowledge or experience for the position.

7.3.4. VP Communications Francophone

The elected candidate for VP Communications Francophone must complete the SAFA-led French proficiency testing and be found to have advanced French language skills OR the candidate must show proof of French proficiency, such as a government document proving bilingualism.

8. Finances

The VP Finance will be responsible for managing ADÉLSA's finances. All cheques must be authorized by both the President and the VP Finance after the expenses have been approved by request or upon being presented to the executive. Additionally, if the outgoing VP Finance and/or President is being replaced by a new executive member, the relevant outgoing executive member(s) must sign over authority to the ADÉLSA bank account by the beginning of the next semester.

9. Meetings

ADÉLSA Weekly Meetings will be held in ADÉLSA's office. Quorum of ADÉLSA Weekly Meetings will be determined by the number of Voting Executive Members in attendance:

9.1. Voting Executive Members

Voting Executive Members will be any ADÉLSA Executive member.

9.1.1. Candidates Who Are Current Executive Members

Executive members who were elected by the students but are “stepping down” from their position to run in an upcoming election shall be Voting Executive Members until the end of the nomination period. From the beginning of the campaign period to the end of the election, these executive members may not vote. These executive members shall also be ineligible to volunteer at the ADÉLSA polling booth during elections in which they are running.

9.1.2. Quorum

Quorum for ADÉLSA Weekly Meetings will be one half of the Voting Executive Members plus one. In the event there is an odd number of executive members, the decimal will round down (for example, quorum for an executive of seven members would be four members). ADÉLSA's President will not count toward Quorum. All decisions to be made by the ADÉLSA Executive will be decided by a Majority Vote by the Executive.

9.1.3. Voting

For voting to occur, quorum must be met. The executive will discuss a motion, then move to a vote, chaired by the President. The President will abstain from voting except in the case of a tie, in which case the President will cast the deciding vote.

10. Amendments to the Constitution

Proposals to amend the constitution can be made by any member of ADÉLSA (including the executive) and anyone on the SAFA executive. Note that edits affecting only grammar or spelling are not considered “amendments” and will be voted on by only the executive. Suggestions will be sent to the President and the VP of University Affairs, and will include the proposed amendment, along with the reasoning behind the proposal. The President and VP University Affairs will then proceed with the proposal as follows:

10.1. Procedures for Amendment

10.1.1. The President and the VP University Affairs will introduce the proposed amendment at the following executive meeting, where the executive will discuss the proposal and suggest edits (if necessary) that do not interfere with the intent of the student's proposal.

10.1.2. The President or VP University Affairs will contact the student with the suggested edits, and, if the student is satisfied, the proposal will be sent out in the next scheduled email to students, as well as being posted on all other methods of communication (including all social media and the website). The proposal will also be sent to the President and VP University Affairs of SAFA.

10.1.3. The vote to accept or refuse the proposal will take place at the next ADÉLSA meeting that takes place at least five business days after the email communique was sent out. Students can vote by either attending the meeting and voting in person, or by sending an email to the President or VP University Affairs. The email must include their full name as it appears on their academic records and their student number. In the event of a tie, the President's vote will break it.

10.1.4. If the proposal is accepted, all changes will immediately take place and the constitution will be updated accordingly.

11. Affiliates of this Organization

This association is a member of the Student Association of the Faculty of Arts (SAFA) which in turn is a federated body of the University of Ottawa Students' Association (UOSU).

11.1. Responsibilities as a Member Association

To remain an active Member Association of SAFA, this association will send a minimum of one executive to the SAFA Board of Directors Meetings. Further responsibilities include submitting a financial and organizational audit to SAFA upon request by SAFA's VP Finance.

11.2. Responsibilities of SAFA to this Association

SAFA will provide financing to this association upon the successful completion of a requested audit as outlined in the SAFA constitution.

11.3. Organizational Coherence

This association will remain autonomous from SAFA in all internal matters. For all matters pertaining to SAFA's Board of Directors and SAFA's events, the SAFA constitution will take precedence. In matters pertaining directly to ADÉLSA, this Constitution, in case of conflict, shall take precedence over the constitutions of other member associations and federated bodies as well as that of the UOSU.

12. Local Laws

ADÉLSA agrees to conform to all Federal, Provincial and Municipal laws in the application of this document.